



*Frequently Asked Questions
Fall 2015*

L.E.A.P. OVERVIEW

Launched in March 2015 by Mayor Muriel Bowser, **L.E.A.P.** (*Learn, Earn, Advance, Prosper*) is a network of interconnected partners utilizing an “earn-and-learn” approach to link the District of Columbia’s unemployed residents with career, education and training opportunities.

The earn-and-learn approach applies the apprenticeship model to skills and workforce development, allowing individuals to earn a wage while participating in an on-the-job training experience while concurrently receiving related technical instruction.

Managed by the D.C. Department of Employment Services (DOES), the District’s L.E.A.P. efforts allow individuals to earn wages and accumulate work experience thus bolstering their ability to advance along a career pathway and into the middle class.

Positions with L.E.A.P. vary; however, the fall 2015 cohort will be placed with two District of Columbia government employers for a period of no more than 12 months. Utilizing an “earn-and-learn” approach, L.E.A.P. will give participants a \$13.80 per hour wage with no more than 72 accumulated hours in a two-week pay period.

Q: What are the requirements to apply for L.E.A.P.?

A: Applicants must meet the following requirements:

- *Must be a District of Columbia resident*
- *Must have a high school diploma, GED Certificate or higher*
- *Must have basic computer skills (test administered during interview process)*
- *Must be registered with DCNetworks.org*
- *Must pass a clean drug screening, if offered a training opportunity*
- *Must **not** be currently enrolled in a D.C. subsidized employment program*
- *Must have the minimum skills requirement of the three (3) identified training opportunities*
- *May only apply for one of the three (3) employment opportunities*

Q: Can anyone apply for L.E.A.P.?

A: Only District of Columbia residents enrolled in one of the following programs are eligible to apply for the fall 2015 L.E.A.P. cohort:

- *DOES - American Jobs Center*
- *DOES - Project Empowerment*
- *DOES - Office of Youth Programs*
- *DOES - Senior Community Service Employment Program*
- *Temporary Assistance for Needy Families (TANF)*
- *Supplemental Nutrition Assistance Program (SNAP)*
- *The Mayor’s Office for Returning Citizen Affairs (ORCA)*

Q: What are the current employment opportunities for the fall 2015 L.E.A.P. cohort?

A: DOES is coordinating with D.C. Parks and Recreation (DPR) and D.C. Public Works (DPW) to fill the program's third cohort of "earn-and-learn" opportunities. These positions, which are slated to begin in mid-November 2015 with a series of skills training sessions, include:

- *Twenty-nine (29) positions at DPR focused around customer service.*
- *Twenty-five (25) sanitation and mechanic assistant positions with DPW.*

Q: How can I apply for the fall 2015 L.E.A.P. cohort?

A: All interested District of Columbia residents will need to complete and submit an application **no later than 4:30pm on Friday, October 23, 2015.**

Q: What does a complete application for L.E.A.P. include?

A: In addition to a completed application, eligible D.C. residents must also provide the following documents:

- **Copy of your valid state issued identification**
- **Copy of your high school diploma or GED certificate** (If you have received an Associate's/Bachelor's/Master's Degree or higher you may submit that in lieu of a HS Diploma/GED)
- **Completed DCNetworks.org online registration** (see application instructions)
- **Copy of your resume**
- **150 to 250-word essay answering the following question – *"What does being a District of Columbia resident mean to me?"*** (Essays should be no longer than two pages, typed and double-spaced.)
- **L.E.A.P. Application Completion Verification Form** (included in application packet)

Q: Where can I get an application for the fall 2015 L.E.A.P. cohort?

A: Anyone interested in applying for L.E.A.P. may print a copy of the application from the DOES website at does.dc.gov/leap or pick up an application at any of the following locations:

American Job Center – Headquarters

4058 Minnesota Avenue, NE, Washington, DC 20019
Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

American Job Center – Northeast/Bertie Backus Center

5171 South Dakota Avenue, NE, Washington, DC 20017
Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

American Job Center – Northwest

Franklin D. Reeves Center

2000 14th Street, NW, 3rd floor, Washington, DC 20009

Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

American Job Center – Southeast

3720 Martin Luther King Jr. Avenue, SE, 2nd floor, Washington, DC 20032

Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

Department of Human Services – Southeast

2100 Martin Luther King Jr. Avenue, SE, 4th Floor, Washington, DC 20020

Monday-Friday, 8:30am to 4:00pm

Department of Human Services – Northeast

645 H Street, NE, Washington, DC 20001

Monday-Friday, 8:30am to 4:00pm

Q: When is the application due for the fall 2015 cohort?

A: All completed applications and required documentation must be submitted in-person at one of the four Washington, D.C. American Job Center locations **no later than 4:30 pm on Friday, October 23, 2015.**

Q: Where and how should a completed application be submitted?

A: Completed applications **CAN ONLY BE SUBMITTED** for consideration at one of the four Washington, D.C. American Job Center locations:

American Job Center – Headquarters

4058 Minnesota Avenue, NE, Washington, DC 20019

Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

American Job Center – Northeast/Bertie Backus Center

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Q: How will I find out if I have been accepted?

A: Once the L.E.A.P. application period has closed, all completed applications will be reviewed and information about next steps will sent to applicants via email.

Q: When will the next L.E.A.P. cohort actually start?

A: The next class will start in mid-November 2015.

If you have questions or concerns about L.E.A.P., you may call (202) 442-4646 or send an email to leap.does@dc.gov. All phone calls and email messages will receive a response within 24 hours during normal business hours.